# Bookmark Creation

## CHROME

1. Click link provided in the email from Jeff Jackson

ⓘ mapgis.memphistn.gov/Applications/womsrequestmaintenance/ ☆
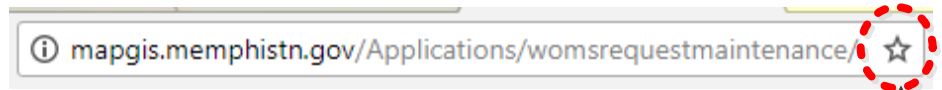
2. Click on the star icon at the right of the address bar

**Bookmark added**

Name: General Services Maintenance Request

Folder: Bookmarks bar ▾

3. Type the name as you would like it to appear in the book mark tool bar

[Remove] [Edit...] [Done]

4. Select "Done"
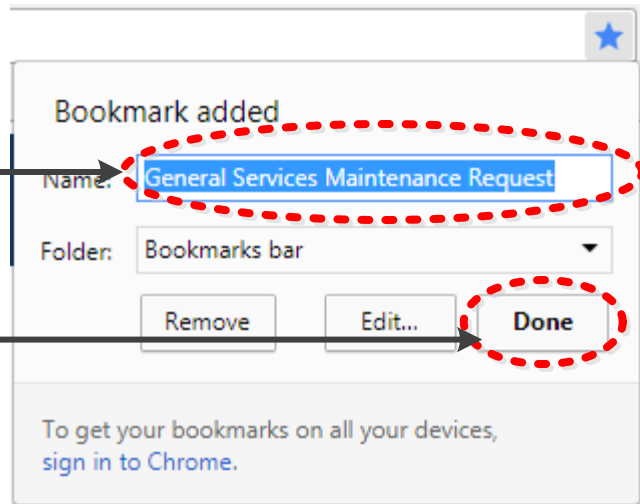
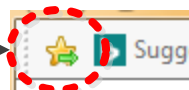To get your bookmarks on all your devices, sign in to Chrome.

## INTERNET EXPLORER

1. Click link provided in the email from Jeff Jackson

2. Right Click on browser window space between the internet tabs and the minimize button

**MEMPHIS**

General Services Maintenance Request
City of Memphis Work Order Management System (WOMS)

1. Enter Information

Request Type (required)
Select...

Date/Time of Request

Menu bar
Favorites bar
Command bar
Status bar
Lock the toolbar
Show tabs on a separate row
Restore
Move
Size
Minimize
Maximize
Close          Alt+F4

3. Select "Favorites Bar" to ensure that the bookmarks are displayed

4. On the Favorites Bar click the Star button with an Arrow going through it

☆ ▷ Sugge

5. URL name will now appear on the Favorites Bar

☆ 🗎 General Services Maintena... ▷ Suggested Sites ▾ 🗎 Web Slice Gallery ▾